

Picks to Ponder

Title: A Principal's Job Is Never Done. (cover story)

Source: Principal; Nov/Dec2006, Vol. 86 Issue 2, p28-32, 5p

Abstract:

In this article the author, principal of Dwight D. Eisenhower Elementary School in Crown Point, Indiana, describes how her typical day centers around the thought of controlling what she can control. The article discusses the author's time management, her interactions with teachers, students, parents, and other staff members, and scheduling events.

Title: How Principals MANAGE THEIR TIME. (cover story)

Source: Principal; Nov/Dec2006, Vol. 86 Issue 2, p12-16, 5p

Abstract:

The article looks at a study which examined the time-management practices of school principals in the U.S. The study found that there are five management styles common among principals, including "fence sitters," or principals who have problems making decisions when they are faced with several choices and "perfectionist plus," or principals who keep track of every detail.

Title: MAKE FRIENDS WITH THE CLOCK.

Authors: Coley, David¹

Hitch, Chris²

Source: Principal; Sep/Oct2010, Vol. 90 Issue 1, p16-19, 4p

Abstract:

The article discusses several time management strategies for school principals in light of school budget cuts and rising expectations for school performance in the U.S. The use of note cards, filing systems, digital tools, and e-mail systems is discussed. The article also addresses how to delegate tasks, keep up a calendar, and maintain a tight agenda for meetings.

Title: Managing Leadership.

Authors: Rooney, Joanne¹ joanne7084@aol.com.

Source: Educational Leadership; Nov2007, Vol. 65 Issue 3, p89-90, 2p

Abstract:

The article presents information about the job requirements of being a school principal. It explains that in addition to leading the school community, principals complete a large amount of paperwork. Suggestions for principals on how to manage their work are also offered, including creating a monthly planner with tasks to complete within the month, delegating responsibilities to other staff members, and taking notes while walking through the school building. Other tips include prioritizing daily tasks, avoiding long staff meetings, and designating time limits for activities throughout the day.

Title: Managing Your Time.

Authors:

Hardy, III, Samuel B.¹ *shardy5@aug.edu*

Source: American School Board Journal; Mar2008, Vol. 195 Issue 3, p38-39, 2p,

Abstract:

The article discusses time management for school administrators. The author acknowledges that school principals' and administrators' schedules often are disrupted and offers advice for maintaining control to the greatest extent possible. He recommends beginning with self-analysis to determine one's strengths and weaknesses, stress management skills, and desire to succeed. He discusses analyzing a typical day and making a schedule, then following up with prioritizing, delegating, and managing meetings to keep them short and effective. He reminds the administrator to step back, let staff do their jobs, and take time for oneself.

Title: PROVEN SOLUTIONS FOR NEW LEADERS.

Source: Principal; Sep/Oct2010, Vol. 90 Issue 1, p31-35, 4p

Abstract:

The article presents questions from novice school principals and answers from veteran school principals related to instruction, time management, and staff management.

Title: Study: Principals Need More Time to Be Leaders.

Authors: SPARKS, SARAH D.

Source: Education Week; 11/2/2011, Vol. 31 Issue 10, p5-5, 1/5p

Abstract:

The article discusses "Implementation of the National SAM Innovation Project," a report regarding a program which trains school principals in time-management skills and emphasizes their role as educational leaders through being active in instruction-related activities.

Title: Time Management Rubric.

Source: Principal Leadership: High School Edition; Mar2008, Vol. 8 Issue 7, p20-21, 2p

Abstract:

The article offers advice on time management for school principals. One expert shares his laserlike focus on student achievement and his strategic plan for the year. Another discusses the importance of having an effective personal planning system for the year. One principal comments on the significance of team meetings.